

BILL NO. S-78-04-13

SPECIAL ORDINANCE NO. S-73-78

AN ORDINANCE creating the Department of  
Public Affairs

WHEREAS, the functions formerly performed by the Department of Human Resources can better be performed by coordination with other departments; and

WHEREAS, a need exists to improve the services offered to the neighborhood associations by city government; and

WHEREAS, a need exists to coordinate the efforts of the Citizens Assistance and Citizens Participation and the Ombudsman; and

WHEREAS, an improvement of these services includes an improvement in communication between the neighborhood associations and the Mayor's Office.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF  
THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That the Department of Public Affairs is hereby created.

SECTION 2. That the Department of Public Affairs will perform such functions as dissemination of news about activities and events in city government; the overseeing and publishing of city pamphlets, brochures, leaflets and informational material, handling the day to day relations with members of the news media; preparing ceremonial documents, such as proclamations and certificates of commendation; provide information about the City of Fort Wayne; working to maintain a positive image for the community; act as a liaison and maintain an open relationship between the City Administration and the citizen; receive calls regarding complaints and problems the citizen feels should be brought to the attention of City Government; listen and discuss problems or complaints as an aid to the citizen to sort out responsibility and solution; use verbal and written communications as a procedure for communicating and solving problems and complaints; follow-up on specific problems to the satisfaction of everyone involved; serve as a liaison between Neighborhood Associations and the City Government; assist neighborhood groups from recognized associations in an orderly and functional manner and inform the members of the services offered and available from the City; work closely with the Community Development and Planning Department; assist in the arrangement of grant hearings for target neighborhoods in assessing the results; assist the target neighborhoods in special projects by coordinating the efforts of the participating parties; respond to requests from citizens and Neighborhood Associations for assistance in obtaining city services and for speakers for association meetings; maintain an up-to-date file of all Neighborhood Association

their presidents, meeting dates, and make it available to all City Departments and other interested persons, act as a clearing house for city improvement activities and the neighborhood associations, informing the latter in advance of proposed city improvements, i.e. alley, street, sidewalk, sewer improvements; provide the office service for the Mayor's Voluntary Participation Committee; providing the mailing service for Minutes and Agendas as requested; and to act as the sponsoring agency for leadership seminars to acquaint citizens and neighborhood groups with the functions of city government.

SECTION 3. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

Vivian G. Schmidt  
Councilwoman

Read the third time in full and on motion by Hinga, seconded by Hunter and duly adopted, placed on its passage. Passed by the following vote:

Ayes: Six

Burns, Hinga, Hunter, D. Schmidt, V. Schmidt, Talarico

Nays: Two

Moses, Stier

Abstained: One

Nuckols

Date: 5-23-78

Charles W. Westerman  
City Clerk

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana as Special Ordinance No. S-73-78 on the 23rd day of May, 1978.

ATTEST: (SEAL)

Charles W. Westerman Samuel J. Talarico  
City Clerk Presiding Officer

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 24th day of May, 1978, at the hour of 10:30 o'clock A.M., E.S.T.

Charles W. Westerman  
City Clerk

Approved and signed by me this 26th day of May, 1978, at the hour of 11:00 o'clock A.M., E.S.T.

Robert E. Armstrong  
Mayor